

III. VOUCHER PREPARATION AND INTEGRITY**A. Assignment of Voucher Numbers**

1. For HCSRs, refer to instructions on vouchers in the Automated Data Processing and Reporting Manual. Each contractor is assigned a block of voucher numbers by the TRICARE Management Activity (TMA) for the contractor's use in the assignment of a unique eight-digit voucher number to each "initial" submission of a group of HCSRs as follows:

a. Digits 1 and 2

A two-digit TMA assigned contractor number

b. Digit 3

One digit identifying the last digit of fiscal year of the voucher.

c. Digits 4, 5, and 6

A three-digit alphanumeric sequence number shall be used. Consecutive numeric values (beginning with 001 for each new Fiscal Year) will be used first up to 999, then in digit 4 begin with letter A with numeric values in positions 5 and 6. No voucher beginning with the letter "Z" shall be used. When Y99 is reached, digits 4 and 5 will start with AA going to AB, etc., through YY. Should it be necessary, AAA through YYY will be used.

d. Digits 7 and 8

The values for these digits are in ADP Manual, Chapter 2, Section

3.

e. Reserved

f. All vouchers will be calculated according to the sponsor branch of service. If the group of HCSRs consists of corrected or reprocessed HCSRs previously rejected by the TMA HCSR edit system, the same voucher number assigned to and used in the initial submission of the HCSR shall be used by the contractor unless otherwise instructed by TMA. All claims processed in a daily run will be included in a single voucher for each of the voucher types (reference digits 7 and 8 described above). The three-digit sequence number (digits 4 - 6 described above) shall be maintained regardless of the number of regional contracts.

B. Voucher Transmission Requirements

Vouchers shall be transmitted to TMA by 12 noon Mountain Time or will be considered a part of the next business day activity. The contractor shall ensure that the voucher header information transmitted to TMA agrees with the HCSRs submitted thereafter. If differences exist between the two, the voucher will be rejected as out-of-balance and returned to the submitting contractor.

C. Voucher Integrity

Total voucher amounts transmitted to TMA by the contractor become “fixed” data elements in the finance and accounting system for purposes of control and integrity. The contractor may not change nor adjust the reported voucher summary figures without written prior approval from TMA.